

# Student Consent for Release of Records



Under the protection of **FERPA** (Family Educational Rights and Privacy Act of 1974), DigiPen will not release any information pertaining to a student's academic, financial, or account records to any family member or personnel who may request information about an individual's record, unless permission to release this information is indicated by the student by completing and turning in the Student Consent for Release of Records form.

Date of Request:  Student Full Name:   
Student ID:  Student Signature:

Please indicate what kind(s) of information you give DigiPen permission to release:

- A. Academic Information** - Academic information includes: all grades, how many credits are being taken, and directory information regarding a student's instructors and academic advisor. Even if this release is given, DigiPen does **NOT** mail grades to selected individuals.
- B. Financial Aid and Account Information** - Financial Aid and account information includes: the amount of loans and financial assistance awarded, tax information, and **the ability to inquire about the student's account balance and pay the student's bills.**
- C. Full/All Information Requested** - This option allows for **all of the above** information to be released.

OR (do not select D if you selected any of the first three options):

- D. Not at this time.** If you select this option you are fully aware of the following: anyone who requests non-directory information will be told that **"no information is available."** This includes the student's parents, spouse, employer, and anyone who the student may wish to contact DigiPen on the student's behalf, whether for academic, financial, or other reasons. The effect of checking this box persists post-graduation and after the student leaves DigiPen. Option D is **not** equivalent to a **FERPA block**. A FERPA block, which would protect a student's directory information, must be enacted by the student through SRS. Please contact the Office of the Registrar for more information regarding FERPA blocks.

Please fill out the fields below if you selected option A, B, or C (do not fill out if you selected D).

DigiPen may release information as selected above to the following individual(s) upon request. This authorization shall be in effect until I provide written revocation to the Office of the Registrar. **My records may be released to:**

Name:	<input type="text"/>	Relationship to student:	<input type="text"/>
Mailing Address:	<input type="text"/> <input type="text"/> <input type="text"/>	Email:	<input type="text"/>
		Phone:	<input type="text"/>
Name:	<input type="text"/>	Relationship to student:	<input type="text"/>
Mailing Address:	<input type="text"/> <input type="text"/> <input type="text"/>	Email:	<input type="text"/>
		Phone:	<input type="text"/>
Name:	<input type="text"/>	Relationship to student:	<input type="text"/>
Mailing Address:	<input type="text"/> <input type="text"/> <input type="text"/>	Email:	<input type="text"/>
		Phone:	<input type="text"/>

See Page 2 for frequently asked questions, information regarding FERPA law, and important information for parents.

# Frequently Asked Questions

## Where can I find more information about my rights as a student under FERPA?

More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## What if I am under age 18?

At any age, if you are taking post-secondary level courses at DigiPen, your FERPA rights regarding your education records at DigiPen belong to you and not to your parents.

## What if I simply want my transcripts to be sent somewhere on a one-time basis?

You are able to print and mail a copy of your grade report at any time using SRS. If you need to have an official transcript mailed, please use the separate Transcript Request form available for single-case transcript requests. DigiPen Institute of Technology does **not automatically** mail grades to individuals listed on the Student Consent for Release of Records form.

## Who might ask for my directory information?

We will respond to credit bureaus, professional reference checkers, employers, landlords, banks and other financial institutions, the federal government, and other individuals/organizations with typically reasonable and legitimate requests for directory information. DigiPen will always exercise discretion and not respond to unreasonable requests. If you refuse consent of directory information (via a FERPA block, not via the Student Consent for Release of Records form), DigiPen will honor your request except in situations where a release is otherwise permitted or required by law. Directory information at DigiPen Institute of Technology is currently defined as a student's name, primary telephone number, Institute email address, major, dates of attendance, full or part-time enrollment status, and previous educational institutions attended. Please see the Course Catalog for the current academic year for the most recent information regarding directory information.

## What will happen if I do not list anyone or do not turn in this form?

As explained on Page 1, anyone who requests non-directory information will be told that "no information is available." This includes a student's parents, spouse, employer, and anyone who the student would wish to contact DigiPen for academic, financial, or other reasons. DigiPen faculty and staff cannot divulge/discuss any information regarding your financial aid, academic progress, account balances (even to those with "good intentions") without your consent. Should you require a faculty or administrative employee of DigiPen to serve as a reference, please fill out the Student Reference Request and FERPA Release form.

## What if I need someone's help with my tuition, account, or financial aid status?

List specific individuals on this form, even if you think a subject is "no big deal" to discuss.

## What if I fill out this form now and change my mind later?

Simply fill out a new Student Consent for Release of Records form. Change the individuals you release your information to or check option D: Not at This Time. Your rights remain intact so long as you are a current or former DigiPen student.

### Important Information for Parents

DigiPen Institute of Technology may disclose information to parents or legal guardians of **dependent children** only if one of the following conditions is met:

- » Student completion of this form **OR**
- » Submission of a copy of the first page of a parent's or legal guardian's income tax return, which shows that the requesting parent or legal guardian did claim the child/student as a dependent on the most recent U.S. federal income tax return. We need to see only the **front page of the federal 1040 tax return** that shows the student as a dependent. You may feel free to cover the actual financial information. When the parents or legal guardians are divorced, we will accept a copy of a **court decree** (or a Settlement Agreement incorporated into the court decree) that gives one party or the other the right to claim the child/student as a dependent for federal income tax purposes. **NOTE:** if the student is a tax dependent of a parent or legal guardian, **non-custodial parent(s) with proof that they are the natural parent(s)** may inspect and review the education records of their child unless the Office of the Registrar has been provided with evidence that there is a legally binding instrument, or state law, or court order which provides to the contrary. The request must be in writing and the Office of the Registrar personnel will notify the custodial parent(s) or legal guardian(s).

The key under the law is that the child be claimed as a dependent and not simply that a parent or legal guardian be assisting in the cost of education of the student.

Parents or legal guardians who meet the requirements of one of the above-mentioned conditions may have access to the records of their dependent child(ren). Parents or legal guardians will be asked to supply proof that a student is claimed as a dependent once during each academic year. For more information, please contact the Office of the Registrar.